



July 1, 1999

TO: Personnel Administrators

FROM: Ken Allikian, Manager System Services

SUBJECT: Final Minimum Qualifications for LTC Consolidated Classes (MQL 00-1)

CLASSES INCLUDED:

All of the consolidated classes in the Labor, Trades and Crafts (LTC) Occupational Group which are to be implemented effective July 1, 1999. These include classes in the following occupational subgroups:

- Trades
- Equipment Operation/Repair
- Services
- Administration and Operations

BACKGROUND and FINAL MINIMUM QUALIFICATIONS

A study group led by the Job Evaluation and Compensation Team recommended consolidation of a large number of the classes in the Labor, Trades and Crafts occupational group. These recommendations have become final and the final Class Descriptions and conversion have been sent out via a Job Evaluation Letter (JEL-99-12).

The Minimum Qualifications (MQs) for these classes are a result of a revision of the labor, trades and crafts class MQs. Input was also received from agencies at a "Meet and Confer" meeting on June 24, 1999 and in response to the proposed MQs that were sent out to all agencies via MQ Letter 9-2 on June 11, 1999.

ACTION NECESSARY:

The suggested comments and changes to the proposed MQs have been included in these final minimum qualifications. The new minimum qualifications are final and effective on 07/01/99.

The implementation and two-stage conversion process may raise questions regarding the use of the new classes. Therefore, the following information and guidance are offered:

- All of the new class descriptions are available for use, regardless of conversion date.
 - Dual class descriptions will exist for classes converting in July 1, 2000 (e.g., Duplicating Equipment Operator I and Production I).

- Class descriptions have been abolished for classes that converted July 1, 1999.
- In cases where dual classes exist, agencies are strongly encouraged to use either one or the other, but not both. This will ensure consistency within an organization.
- Agencies using the new consolidated LTC classes should use a "Working Title" in both the announcement and in ADS. This enables applicants to better understand the job for which they are applying, and it helps agency H.R. offices in locating similar positions in ADS.

The final MQs that will result from these proposed MQs would be used for all new classes that are to be effective 7/1/99. You should continue to use the current class MQs for those classes where there is a dual conversion, and the second phase takes place on July 1, 2000.